



AFCESA A-GRAM

AIR FORCE CIVIL ENGINEER SUPPORT AGENCY



00-14

JUNE 2000

PROCEDURAL GUIDE FOR CIVIL ENGINEER TRAINING

SYNOPSIS:

A guide entitled "Procedural Guide for Civil Engineer Training" is available to download from the HQ AFCESA web site, www.afcesa.af.mil. Nondirective in nature, this document is designed to assist the civil engineer (CE) Unit Education and Training Manager (UETM) in developing, implementing, and maintaining training programs. The information in this guide will be useful for both experienced and new CE UETMs in building the infrastructure of their training programs. The guide outlines responsibilities of the commander, UETM, supervisor, trainer, certifier, and trainee in various aspects of unit training.

This guide contains a wide range of information to answer the common questions that commanders and many others involved in training have regarding training programs. It's a valuable adjunct to training program management instructions found in AFI 36-2201, *Developing, Managing, and Conducting Training*. The instruction is available through the Air Force Electronic Publication Library. Chapter 4 of the AFI lists the specific responsibilities for each link in the training chain.

UNIT TRAINING MANAGER:

The "key" to a successful training program! The face of the CE community has changed dramatically in the last few years. To help alleviate confusion, UETMs directly assisted in the development of this guide. The guide addresses several areas, including

formal, civilian, Guard, and Reserve training. Although roles and responsibilities of UETMs are identified in AFI 36-2201 and AFMAN 36-2247, the procedural guide provides more definitive guidance relevant to the CE training program. This guide is updated and revised annually as new programs come on-line and when clarification is needed on any training subject.

OTHER AREAS COVERED IN THE PROCEDURAL GUIDE:

Strategic Training Plan. The model strategic training plan outlines six components of a viable training plan. Each component has a defined goal with objectives and strategies to assist in the attainment of the goal. You may find it necessary to add additional components or objectives to meet your specific mission needs. Included are sample metrics that will help you manage training in your unit and assess the effectiveness of your training program.

Career Field Education and Training Plans (CFETP), Skill Level Upgrades, Promotions. A "Year-of-Training" initiative linked skill level upgrades to promotions. The exact requirements are spelled out in the CFETPs. To attain skill level upgrades, it is mandatory for members to complete all core, duty position, and contingency tasks identified in the Specialty Training Standard (STS) portion of the CFETP. A key component to successfully meeting all minimum upgrade training requirements is completion of Air Force Qualification and Training Packages for all core and diamond-coded tasks in the

STS. Core and diamond-coded tasks require both a trainer and certifier to complete the certification process (AFI 36-2201).

SUMMARY:

The Procedural Guide is a valuable tool for effectively managing a unit's training program. This guide, as well as a wealth of other information, can be viewed on the Training section of the AFCESA web site.

CONTACT:

SMSGt Glenn L. Deese
HQ AFCESA/CEOT
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319
DSN 523-6392 FAX 523-6488
Comm 850-283-6392
E-mail: Glenn.Deese@afcesa.af.mil

